

5 FAM 930 AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)

5 FAM 931 GENERAL

(TL:IM-4; 6-30-92)

a. The Department is migrating away from the proprietary WANG VS operating system architecture to an open systems client/server model that follows the industry trend toward personal computer/local area networks (PC/LANS). A three-point open systems migration plan is described in the Department's *Information-Management FY 1992-1996 Strategic Plan*.

b. The migration will take five to seven years. To maximize current office automation investments, the Department will replace OIS systems with PC/LANS and add PC/LANS to existing VS systems, while gradually converting VS proprietary software.

c. Offices making purchases should concentrate on modernizing and upgrading peripheral devices. Bureaus should buy:

- (1) Industry-standard PCs that are capable of running open systems software;
- (2) SCSI drives to replace older 75 and 288 MB drives;
- (3) SCSI tape drives to replace older Kennedy tape drives; and
- (4) Laser printers to replace daisy printers.

d. All WANG VS requests will be reviewed by the Department's Architecture Strategy Committee. (See 5 FAM 933 for approvals.) This committee, composed of representatives from DS/IM and other Bureaus, will advise the Department's Office of Acquisitions on WANG VS procurements.

e. Direct questions about the Architecture Strategy Committee to DS/IMPD/DE/COR.

5 FAM 932 CLASSES OF ADPE PROCUREMENTS

(TL:IM-4; 6-30-92)

Types of ADPE procurements are divided into the following classes:

- (1) Class A \$10M+

- (2) Class B \$2.5M-9,999,999
- (3) Class C \$100,000-2,499,999
- (4) Class D \$25,000-99,999
- (5) Class E \$1-24,999

5 FAM 933 ACQUISITION DOCUMENTATION REQUIREMENTS FOR ADPE

(TL:IM-4; 6-30-92)

- a. Consult DS/IMPD/PL/PPD on documentation requirements.
- b. GSA published a series of guides to support ADPE acquisitions. These guides can be helpful in preparing support documentation for large procurements. Contact DS/IMPD/PL/SSD at (703)235-4275 to obtain copies of these guides.
- c. Documentation requirements for the classes of procurement are contained in 5 FAM 933 Exhibit 933 c . See 5 FAM 924 for additional instructions on preparing APRs.
- d. Submit the following documentation to the Architecture Committee to support WANG VS purchases:

1. Statement of Background and Problem

A brief description of the office mission, program and/or project that requires automation support, including the conditions and events that led to the need for this acquisition.

2. Statement of Objectives

A brief statement of what will be accomplished with this acquisition.

3. Requirements

- (a) A functional statement of the requirements and all supporting information.
- (b) Provide the following information, only if relevant to this acquisition. Include any additional information that defines and quantifies the requirements, such as:
 - (i) Requirement to provide new services;
 - (ii) Number of users who need automation support;

- (iii) Anticipated workload (size and number of files);
- (iv) Privacy and security;
- (v) Required interfaces with other systems; and
- (vi) Legislative and policy requirements.

4. Assumptions

Present any technical, workload, and work environment assumptions. Include an estimate of the operational life of the proposed system. Also include any known assumptions for the quality and performance of the hardware.

5. Constraints

Present anticipated constraints that might impact this procurement. Include all financial (budget), environmental (e.g., availability of power to support system operation in the Main State building), critical target/completion dates; and legislative and policy constraints.

6. Alternatives

Discuss all technically viable alternatives that were considered to satisfy the requirement(s). When contemplating alternatives, consider alternate hardware/software platforms that could satisfy the requirements. For each alternative, include the following information:

- (a) Description of the alternative;
- (b) Describe software impacts, i.e., additions or modifications to existing applications and support software to adapt them to the alternate system;
- (c) Describe organizational impacts, e.g., work flow changes, and operating procedures; and
- (d) Describe site/facility impacts, i.e., building modification requirements.

7. Benefits

Discuss the benefits for each alternative identified in Item 6. Include quantitative and qualitative benefits to organizational objectives, goals, missions, functions, and operating environment (e.g., alternative is able to handle more work and the end-product(s) of the alternative will be better).

8. Costs

Estimate the systems life costs for each of the alternatives identified in Item 6, above. Consider the following nonrecurring costs, if applicable:

- (a) Hardware/Software Costs;
- (b) Site Preparation;
- (c) Environmental conditioning equipment;
- (d) Software/data conversion;
- (e) Training, travel and other personnel-related costs of development and installation.

Consider the following recurring costs, if applicable:

- (a) Hardware maintenance;
- (b) Software support;
- (c) Ongoing operator and user training; and
- (d) Supplies and utilities.

9. Proposed Solution

Identify the selected alternative. Explain why it was selected. Discuss why other alternatives were not selected. **NOTE:** When complete and correct, the justification documentation requirements listed above also meet all of the supporting documentation requirements for Class D procurements and most of the requirements for Class C.

5 FAM 934 PROGRAM OFFICE APPROVALS

(TL:IM-4; 6-30-92)

a. Obtain the following approvals as required:

- (1) Bureau/Post—DAS; Executive Director; equivalent. Bureaus and posts should document their own internal clearance procedures;
- (2) Facilities—A/OPRFMSS (power & space) in Main State;
- (3) Architecture Strategy Committee—WANG VS upgrades or purchases will be considered on a case-by-case basis when supported by a well justified WANG VS Analysis. Send all requests for WANG VS acquisitions to DS/IMSO/FO/FD, who will forward them to the committee;

(4) DS/IM-DS/IMSO/TO/PIF/PB, except Class E non-TEMPEST. Submit non-TEMPEST Class E acquisition requests directly to the cognizant contracting office. Inquire about the IM review status of a submission at (703) 912-8561. **NOTE:** You do not need to obtain DS/IM approval if you have obtained approval from the Architecture Strategy Committee.

b. For a request under an existing contract, include any special requirements and follow the review and approval procedures as provided by the contracting officer or technical representative.

5 FAM 935 FURTHER PROCESSING

(TL:IM-4; 6-30-92)

After obtaining Program Office approvals, submit requests for processing as follows:

(1) All purchases from the WANG contract (0000-025007) and any purchases of WANG hardware and software from GSA schedules to DS/IMSO/TO/PIB/PB; and

(2) All other purchases to A/OPR/ACQ.

5 FAM 936 OTHER AGENCY REQUIREMENTS

(TL:IM-4; 6-30-92)

The following discusses acquisition requirements for AID, USIA, Foreign Agricultural Service, US Arms Control and Disarmament Agency, and US and Foreign Commercial Service.

5 FAM 936.1 AID

(TL:IM-4; 6-30-92)

M/SER/IRM reviews computer acquisition requests for compliance with established federal and agency standards as documented in AID handbook 18. They approve and submit the requests to their Contracting Activity.

5 FAM 936.2 USIA

(TL:IM-4; 6-30-92)

M/TO reviews computer acquisition requests for compliance with established federal and agency standards. They approve and submit the requests to their Contracting Activity.

5 FAM 936.3 Foreign Agricultural Service

(TL:IM-4; 6-30-92)

FAS/F reviews computer acquisition requests for compliance with established federal and agency standards. They approve and submit the requests to their Contracting Activity.

5 FAM 936.4 US Arms Control and Disarmament Agency

(TL:IM-4; 6-30-92)

ACDA/A reviews computer acquisition requests for compliance with established federal and agency standards. They submit the requests to their Contracting Activity.

5 FAM 936.5 US and Commercial Service

(TL:IM-4; 6-30-92)

ITA/US&FCS/ETS/OCIM reviews computer acquisition requests for compliance with established federal and agency standards. They submit the requests to their Contracting Activity.

5 FAM 937 THROUGH 939 UNASSIGNED

5 FAM 933 Exhibit 933c ACQUISITION DOCUMENTATION REQUIREMENTS FOR ADPE

CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
\$10M+	\$2.5M—9,999,999	\$100,000—2,499.999	\$25,000—99,999	\$1—24,999
Agency Procurement Request Requirements Analysis, including Statement of Need (Feasibility Study) Cost Benefit Analysis Security Impact Conversion Impact Life-Cycle Cost Maintenance & Support Alternatives Analyses Contact & Phone A-109 Documentation	Agency Procurement Request Requirements Analysis, including Statement of Need (Feasibility Study) Cost Benefit Analysis Security Impact Conversion Impact Life-Cycle Cost Maintenance & Support Alternatives Analyses Contact & Phone	Agency Procurement Request (when appropriate, see * below) Requirements Analysis, including Statement of Need (Feasibility Study) Cost Benefit Analysis Security Impact Conversion Impact Life-Cycle Cost Maintenance & Support Alternatives Analyses Contact & Phone	Agency Procurement Request (when appropriate, see * below) Memorandum containing the following brief statements: Need Security Impact Conversion Impact Life-Cycle Cost Requirements Analysis Alternatives Considered Maintenance & Support Contact & Phone	Agency Procurement Request (when appropriate, see * below) Memorandum containing the following brief statements: Need Security Impact Conversion Impact Maintenance & Support Alternative Sources of Supply Considered Contact & Phone
* An Agency Procurement Request is also required: (1) for make and model specific requisitions exceeding \$250K; (2) for resources				

in the scope of FTS2000 or the GSA Consolidated Local Telecommunications Services Program; and (3) if more than one agency will acquire a switching function at the same location. An APR is required in these cases unless GSA grants an exception.